

## § 302-5.17

### **§ 302-5.17 Am I in a duty status when I perform a househunting trip?**

Yes, you are in a duty status when you perform a househunting trip.

### **§ 302-5.18 May I retain any balance left over from my househunting reimbursement if my fixed amount is more than adequate to cover my househunting trip?**

Yes, if your fixed househunting amount is more than adequate to cover your househunting expenses any balance belongs to you.

EFFECTIVE DATE NOTE: By FTR Amdt. 2011-01, 76 FR 18337, Apr. 1, 2011, § 302-5.18 was amended by removing the words “fixed amount” from the section heading and adding the words “lump sum” in their place and by removing the word “fixed” and adding the words “lump sum” in its place, effective Aug. 1, 2011.

## **Subpart B—Agency Responsibilities**

NOTE TO SUBPART B: Use of pronouns “we”, “you”, and their variants throughout this subpart refers to the agency.

### **§ 302-5.100 How should we administer the househunting trip expenses allowance?**

You should administer the househunting trip expenses allowance to minimize or avoid its use when other satisfactory and more economical arrangement are available.

### **§ 302-5.101 What governing policies must we establish for the househunting trip expenses allowance?**

You must establish policies and procedures governing:

(a) When you will authorize a househunting trip for an employee;

(b) Who will determine if a househunting trip is appropriate in each situation;

(c) If and when you will authorize the fixed amount option for househunting trip subsistence expenses reimbursement;

(d) Who will determine the appropriate duration of a househunting trip for an employee who selects a per diem allowance under part 302-4 of this chapter to reimburse househunting trip subsistence expenses; and

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(e) Who will determine the mode(s) of transportation to be used.

EFFECTIVE DATE NOTE: By FTR Amdt. 2011-01, 76 FR 18337, Apr. 1, 2011, § 302-5.101 was amended in paragraph (c) by removing the words “fixed amount” and adding the words “lump sum” in their place, effective Aug. 1, 2011.

### **§ 302-5.102 Under what circumstances may we authorize a househunting trip?**

You may authorize a househunting trip on an individual-case basis when the employee has accepted the transfer and his/her circumstances indicate that a househunting trip actually is needed. You may not authorize a househunting trip when the purpose of the trip is to assist the employee in deciding whether he or she will accept the transfer.

### **§ 302-5.103 What factors must we consider in determining whether to offer an employee the fixed amount househunting trip subsistence expense reimbursement option?**

You must consider the following factors:

(a) *Ease of administration.* Payment of a per diem allowance under part 302-4 of this chapter requires you to review claims for the validity, accuracy, and reasonableness of each expense amount, except for meals and incidental expenses. Fixed amount househunting trip subsistence expenses reimbursement is easier to administer because you do not have to review expense amounts.

(b) *Cost considerations.* You must weigh the cost of each reimbursement option on a case-by-case basis.

(c) *Treatment of employees.* The employee is allowed to choose between a per diem allowance under part 302-4 of this chapter and fixed amount househunting trip subsistence expenses reimbursement when you offer the fixed amount reimbursement method. You therefore should weigh employee morale and productivity considerations against actual cost considerations in determining which method to offer.

EFFECTIVE DATE NOTE: By FTR Amdt. 2011-01, 76 FR 18337 and 18338, Apr. 1, 2011, § 302-5.103 was redesignated as § 302-5.104; a new § 302-5.103 was added; and the newly redesignated § 302-5.104 was amended by removing the words “Fixed amount” and adding the